

# Exhibit 18

OFFICE OF THE CIRCUIT EXECUTIVE  
**UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT**

JAMES N. ISHIDA  
CIRCUIT EXECUTIVE

1100 EAST MAIN STREET, SUITE 617  
RICHMOND, VIRGINIA 23219-3517

January 16, 2019

Ms. Caryn Strickland  
Office of the Federal Public Defender  
129 West Trade Street, Room 300  
Charlotte, NC 28202

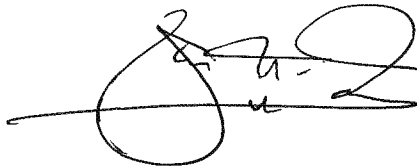
Dear Caryn:

I write to inform you that the counseling period ended on January 14, 2019.

In accordance with Chapter X, § 8E, of the *Consolidated Equal Employment Opportunity and Employment Dispute Resolution Plan of the United States Court of Appeals for the Fourth Circuit (November 2018)* ("the Plan"), I am formally advising you that the counseling period is concluded. I also write to advise that you have the right to file a request for mediation with me under Chapter X, § 9A of the Plan.

If you wish to pursue this matter, your request for mediation must be filed with me within 15 days after receiving this notice, and in the form prescribed by Chapter X, § 9A of the Plan.

Best regards,

A handwritten signature in black ink, appearing to read 'J. Ishida', with a large, stylized loop at the end.

cc: Honorable Roger L. Gregory  
Anthony Martinez  
Kim Llewellyn